

23 June 1976

MEMORANDUM FOR:

D/OPBD

D/OPEI

D/OPP

Executive Staff

CFI/NFIB Executive Secretariat

STATINTL 1. [] will be on leave during the period 26 June - 17 July. In his absence, [] will serve STATINTL as my Executive Assistant. He will be responsible for reviewing all incoming action papers to the Office of the Community Deputy and for making action assignments in consultation with me and Office Directors. He will establish deadlines and follow up on assigned actions to insure that responses are completed and properly coordinated.

STATINTL 2. [] will be responsible for administrative and management support functions normally performed by [] STATINTL He will serve as an approving officer on resource matters and will carry forward the work associated with recruitment, reorganization and relocation of the Staff.

/s/ JOHN N. McMAHON

John N. McMahon
AD/DCI/IC

STATINTL

[] 23Jun76

Distribution:

Addressees

D/DCI/IC

[]
[]
AO/DCI

Executive Secretary

ICS Registry

(EXECUTIVE REGISTRY FILE)

IC

ADMINISTRATIVE INTERNAL USE ONLY